Instructions
How to Complete an Application for Employment with
Miami-Dade County

Apply For a Job

Before you apply for a job, you must have registered, have a valid login ID (which is your email address) and password. Current Miami-Dade County employees must login in through a different link, however, the application is the same for both internal and external applicants.

Completing an employment application is not difficult but the first one you create can take anywhere from 20 to 40 minutes to finish. To spend less time on the task, have the following readily available, as you will be asked to provide the information:

- Driver's license number, license class and expiration date
- List of employers with employment dates and occupational titles
- List of schools with attendance dates and degrees earned
- Licenses and certificates, issue and expiration dates, names of licensing or certifying bodies
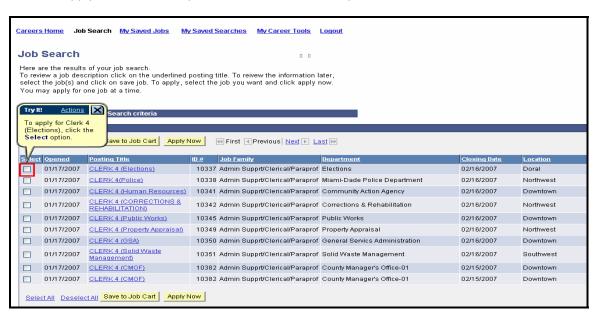

As requested, (please see screen print below) enter your email address (which is your login or user ID) and your password. Then click on the *login* button.

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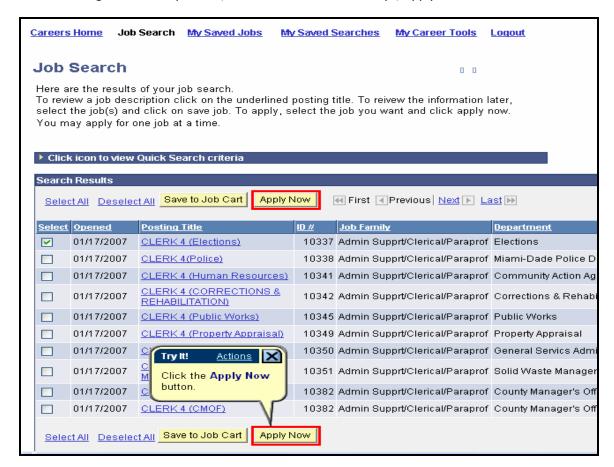**Miami-Dade County**

To search for jobs, click on the search button as shown on the screen print below. This example is geared toward searching openings posted in the last month only. You will be able to select one of five different options.
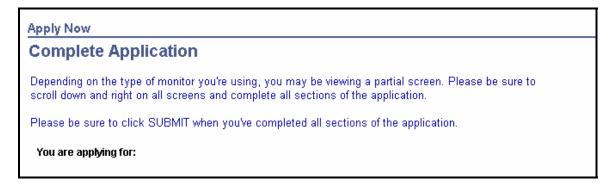

In this example, ten jobs are visible because ten were posted in the last month and remain open. To apply for a specific job, click on the select box to the left of the posting title. See screen print below to apply for the Clerk 4 position in the Elections Department.

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Miami-Dade County**

After selecting the Clerk 4 position, click on the button that says, *Apply Now*.
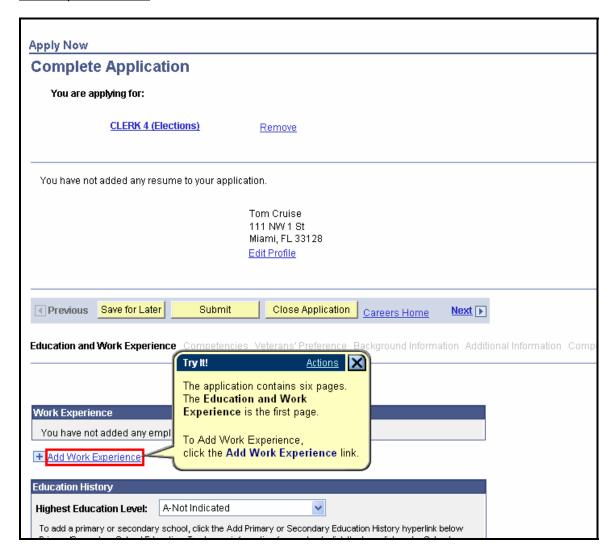

The screen that follows *Apply Now* contains a message for the applicant. The message is a warning that depending on your monitor, you may not be able to see the entire application at one time. You may need to scroll down and to the right on all screens to insure you see each section of the application.

The application has six pages or sections. They are: (1) *Education and Work Experience*, (2) *Competencies*, (3) *Veterans' Preference*, (4) *Background Information*, (5) *Additional Information* and (6) *Complete Application*.

Except for the last step you can work on the application in whichever order you prefer. *Complete the Application* must be last. If you do not leave it for last, you risk submitting a blank or incomplete application.

The screen print below shows the link to the *Education and Work Experience* page or section. Notice that to open a section for data entry, you need to click either on the *plus sign* or the *Add Work Experience Link.*

Apply Now

Complete Application

You are applying for:

CLERK 4 (Elections)   Remove

You have not added any resume to your application.

Tom Cruise
111 NW 1 St
Miami, FL 33128
Edit Profile

◀ Previous | Save for Later | Submit | Close Application | Careers Home | **Next** ▶

Education and Work Experience Competencies Veterans' Preference Background Information Additional Information Comp

Work Experience

You have not added any empl

Try It!   Actions ✕
The application contains six pages.
The **Education and Work Experience** is the first page.

To Add Work Experience,
click the **Add Work Experience** link.

✚ Add Work Experience

Education History

Highest Education Level: A-Not Indicated

To add a primary or secondary school, click the Add Primary or Secondary Education History hyperlink below

See the screen shot below for a view of the page on which you enter your work experience. You may click on the calendar to select the dates or enter the information (mmddyyyy) without any punctuation.
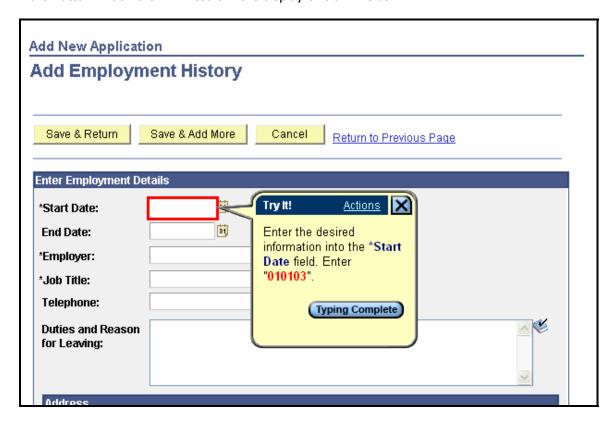
If you are currently employed, you should not enter an end date when providing information about that job.

The box in which you enter the duties of the position and the reason why you left is very important. If you have a resumé in an electronic format, you can use it to cut and paste the
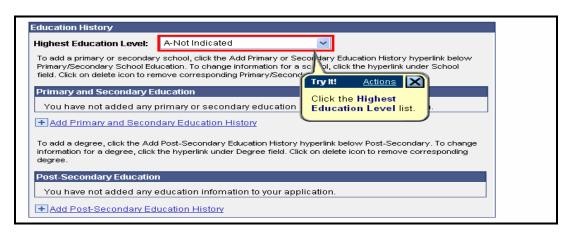
information instead of re-entering it here. Please take the time to enter as much detail as possible as this is the one field on the application where you can provide information about yourself in a free-style format.

On the screen shot below, to your right, there is a book with a check mark icon. It is a link to the dictionary where you can check to see if you made any typographical mistakes.
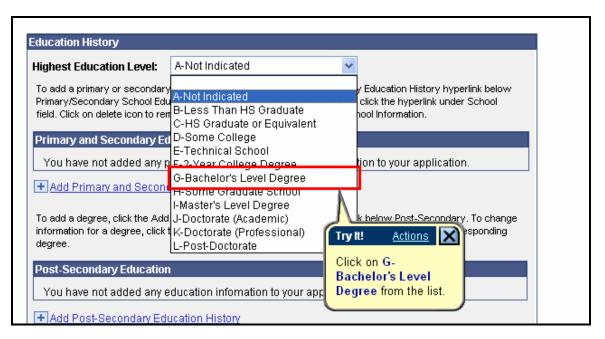
You can enter more information regarding your work experience by clicking on the *Save & Add More Button*. Each click will result in the display of blank fields.
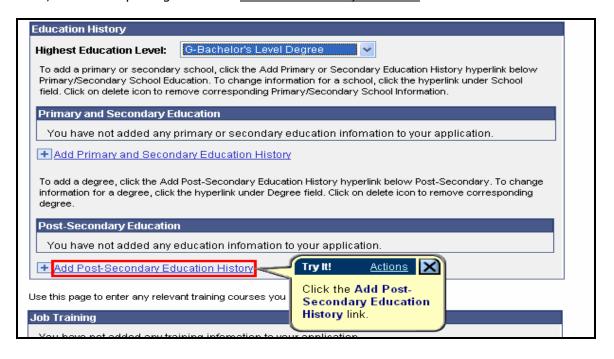

To indicate how much formal schooling you have, click as shown on the screen print below.

When you click on the drop down menu, you will see a number of options from which you can choose one. Select the option that best describes your formal schooling.
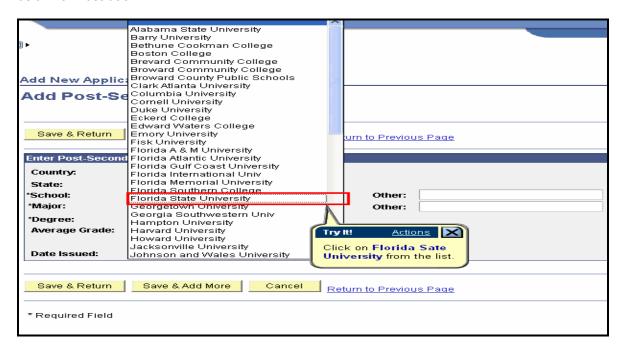

To enter your high school information click on the plus sign or on the *Add Primary and Secondary History* link. If you finished high school and have any post-secondary formal education data to enter, click on the plus sign or on the *Add Post-Secondary Education* link as shown below.

The first blank field you see is for you to enter to the state in which you went to school. You can either enter the name of the state or choose from the drop down menu, as shown on the screen print below.

The second blank field is reserved for you to enter the name of the school, college or university you attended. The drop down menu contains the names of a large number of these institutions of higher learning. If the school you attended is not listed among those for you to select, enter the name in the blank field on the screen at the immediate right called: Other. See screen print below for illustration.

Applicants with formal college education need to enter information regarding their areas of study or majors. The drop down menu, shown on the screen print below, allows applicants to choose from a large n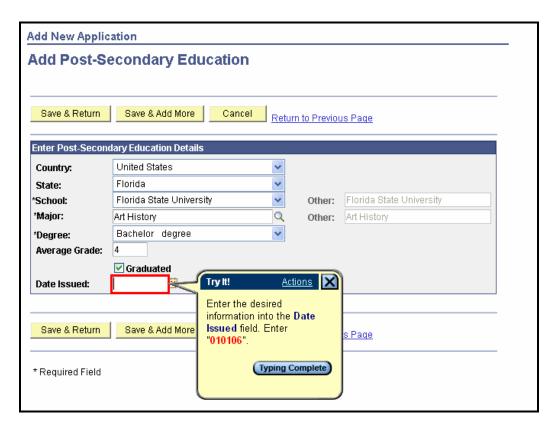umber of options. If your major is not listed among the options, provide the information in the field immediately to the right and titled: Other. If you had more than one major you simply enter the information twice. The difference between the two entries should only be in the major you select. (See additional screen prints below for an illustration of the "other" fields.)

See screen prints below for additional guidance on this page. Note that fields for your grade point average (GPA) and graduation date are available but you are not required to enter information. You are required to provide information in the fields marked by an asterisk. On the post-secondary education page, data is required in three fields only and an asterisk identifies each required field.

If you have entered all the information about your formal education you can click on the *Save & Return* button, or you can click on *Save & Add More* if you need to enter more data. See screen print below.

In addition to your formal education, the application has a place where you can enter information regarding any formal training you have received. For example, if you learned how to use a database by attending continuing education classes at a local high school, vocational school, college or university, this is the place on the application where you can record the information. You can navigate into the section by clicking on the plus sign or on the *Add Job Training* link.

Use this page to enter any relevant training courses you have taken

Job Training

You have not added any training infomation to your application.

+ Add Job Training

Once you have entered all the information about your work experience, formal education and training continue by going to the *Competencies* 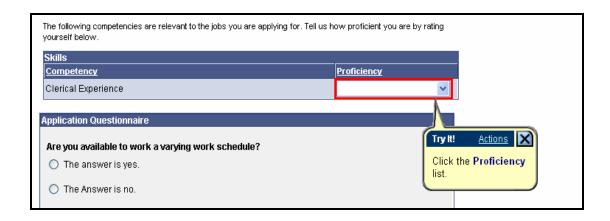link (see screen print below). In this page of the application you can provide information regarding licenses and certificates, languages you speak, understand, read and write, organizations to which you belong and any honors or awards you may have earned.

To navigate and enter information on this page, repeat the steps shown before. Click on the *plus sign* or *Add Information Link* to open the data fields. Identify the fields you are required to complete by the asterisk next to their names, and pull information from drop down menus or enter it yourself.

A very important section in the *Competencies* page is the one where job specific questions are asked of the applicant. The questions are specific to the position for which you are applying. If you are applying without a job, you will not see any questions because jobs and questions go together. These questions need to be answered carefully because your answers will determine whether or not you meet the minimum requirements for the job. The following screen prints are illustrations of the kinds of questions you may see.

The following competencies are relevant to the jobs you are applying for. Tell us how proficient you are by rating yourself below.

Skills

Competency	Proficiency
Clerical Experience	

Application Questionnaire

Are you available to work a varying work schedule?

○ The answer is yes.

○ The Answer is no.

Try It!   Actions

Click the **Proficiency** list.

The following competencies are relevant to the jobs you are applying for. Tell us how proficient you are by rating yourself below.

Skills

Competency	Proficiency
Clerical Experience	▾

Application Questionnaire

Are you available to work a varying work schedule?
○ The answer is yes.
○ The Answer is no.

Do you have two years of clerical, secretarial, or related word processing experience?
○ The answer is yes.
○ The Answer is no.

Do you have at least six months of experience as a general helper or laborer?
○ Yes
○ No

Do you possess a CDL/Class B license?
○ Yes
○ No

Have you completed the eighth grade?
○ Yes
○ No

Do you have a high school diploma or GED?
○ Yes
○ No

Do you possess a driver's license?
○ Yes
○ No

Some positions require licenses or certificates. In this section of the *Competencies* page you can enter the information by following the same type of steps taken to complete the *Education and Work Experience* page.

If the position for which you are applying does not require a certificate or license, you do not need to complete this section. However, if you have earned certification or licensure in a field and want us to know, this is the section to complete.

To provide information regarding your knowledge of another language, click on the plus sign or *Add Languages* link to open the section.

In the languages section, you can identify the language and rate how skilled you are at speaking, reading and writing the language. You can rate your proficiency or skill level as low, medium or high. To provide information on more than one language, click on the *Save & Add More* button.

To provide information regarding organizations to which you belong, click on the plus sign or on the *Add Memberships* link to open the section.

Memberships

To enter information regarding memberships, click on the plus sign below or on any of the underlined words.

+ Add Memberships

Note that none of the fields regarding membership information is required. You may, however, enter information about the organization's mandate, vision or reason for existing. Mandate position is the field in which you can describe your role in the organization. Among the mandate positions are member-at-large, officer, or a past officer such as past-president.
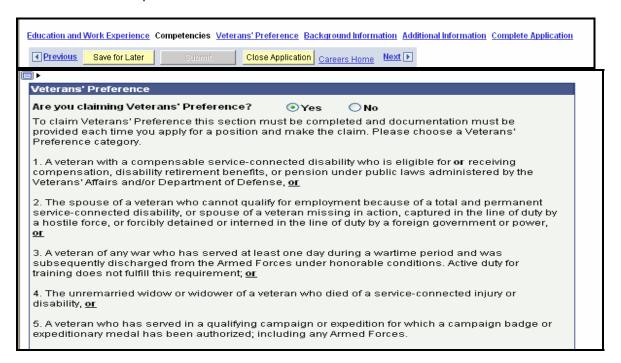
Add New Application
Add Membership Information

Enter Membership Details

Membership:	
Date Issued:	
Mandate:	
Mandate Position:	
Mandate Begin Date:	
Mandate End Date:	

Save & Return   Save & Add More   Cancel   Return to Previous Page

* Required Field

To provide information regarding honors and awards you have earned, click on the plus sign or the *Add Honors and Awards* link to open the section. There are no required fields here.

Add New Application
Add Honors and Awards

Enter Honor or Award Details

Honor or Award:	
Presented By:	
Date Issued:	

Save & Return   Save & Add More   Cancel   Return to Previous Page

* Required Field

You have now completed the *Competencies* page of the application. If you are going to claim Veterans' Preference, move on to the *Veterans' Preference* page or section of the application which is shown on the screen print below. If you are not going to claim preference, you can navigate to the *Background Information* page.

The *Veterans' Preference* page contains a significant amount of information for the applicant as shown on the screen print below.

Once you claim preference, you need to prove your eligibility. For instructions, read the documentation requirements on the *Veterans' Preference* page and respond as directed within the indicated timeframe. An applicant's failure to provide the requested information within the time allowed, will forfeit his or her eligibility for the preferential treatment afforded under Florida law. Directions appear on the application as shown on the screen print below.

The screen prints below are part of the *Veterans' Preference* page. The questions asked are straightforward and the data must be provided. Any questions should be emailed to veterans@miamidade.gov. Another option is to call (305) 375-JOBS (5627). Do not permit unanswered questions to create a delay. Be sure to submit the documentation as directed and within the timeframe allowed.

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not provided.

Veterans' Preference Category:	
Branch of Service:	
Military Service Start Date:	End Date:
Are you a resident of the state of Florida?	◯ Yes ⦿ No
Military Separation Status:	
Military Reserve Category:	
Character of Service:	
Military Separation Reason:	

In the State of Florida, have you been employed by a state university, community college, school for the deaf and blind, or by a political subdivision (counties, cities, towns, villages, special tax school districts, special road and bridge districts, and all other districts)?

◯ Yes ⦿ No

If yes, please provide all relevant information:

Name of the State and/or
State political subdivision
employer(s):

Start Date: End Date:

Employment Status:

While employed, did you earn or were you eligible to earn:

Vacation Leave: ◯ Yes   ◯ No
Sick Leave: ◯ Yes   ◯ No
Retirement Benefits: ◯ Yes   ◯ No

The two screen prints below show two notices, one for external applicants claiming preference and the other for current Miami-Dade County employees who are also claiming preference.

External Applicants Only

Veterans' Preference applies only for the preferred applicants' **initial** employment by a covered employer. I understand that my Veterans' Preference status may be subject to change in the event that information is obtained which affects my preference determination. Previous employment with a government entity within the State of Florida will exhaust the preference.

Miami-Dade County Employees Only

A Miami-Dade County employee in a covered position who serves in the armed forces, subsequently separates with an honorable discharge, and is reinstated or re-employed by the county to his or her previously held position, is entitled to Veterans' Preference in accordance with Florida law on the first promotion following reinstatement.

Intentional misrepresentations in a claim for preference will disqualify the applicant from the preferential treatment granted by state statute. If employed, such misrepresentations may subject the applicant to disciplinary action, including dismissal, regardless of the applicant's tenure with the organization.

For additional Veterans' Preference information, the following link is provided :

Veterans' Preference Info

You have now completed the *Veterans' Preference* page of the application. The next step is to navigate to the *Background Information* page.

The question, "Have you ever been convicted of a crime?" must be answered. If the answer is no, the screen will look like it does on the screen print below.

Criminal History

Have you ever been convicted of a crime?

○ Yes   ⊙ No

If yes, please provide all relevant information:

Convictions

To enter information regarding any convictions, click on the plus sign below or any of the underlined words.

[+] Add Conviction

If the answer to the question is yes, the *Add Conviction* link will be activated. You can get access to the related section by clicking on the plus sign or on the *Add Conviction* link. Please note that all fields are required. Data must be entered in each.

Apply Now
Complete Application

Enter conviction details

*Type of Crime:	
*Conviction Date:	[31]
*Penalty Imposed:	

| Save | Save & Add More | Cancel | Return to Previous Page |

* Required Field

As is the case in other sections of the application, if there is more than one conviction in your history, you can get access to additional fields by clicking on the Save & Add More button.

If you have ever been the defendant in a lawsuit, you need to provide all appropriate information. If your answer to the question posed is yes, you can gain access to the appropriate section by clicking on the plus sign or the *Add Lawsuit* link. See the screen print below to read the question.

Defendant History

Have you ever been sued for misappropriating funds or for intentionally injuring someone or damaging property?

       ○ Yes ◉ No

If yes, please provide all relevant information:

Lawsuits

To enter information regarding any lawsuits, click on the plus sign below or on any of the underlined words.

[+] Add Lawsuit

Please note that all fields are required. Data must be entered. If you have been sued more than once, you can get access to additional blank fields by clicking on the Save & Add More button as shown on the screen print below.

Apply Now

Complete Application

Enter lawsuit details

'Action Taken: [   ]

'Lawsuit Date: [   ] 📅

'Disposition: [   ]

[Save]   [Save & Add More]   [Cancel]   Return to Previous Page

* Required Field

The screen print below shows the questions related to your driving history. If your license has been suspended or revoked and you answer the question with a yes, the *Add Driver License Suspension/Revocation* link will be automatically activated. To enter additional information related to your yes answer, click on the link or the plus sign.

Details regarding the suspension or revocation must be provided. Note that each field on the print screen below is marked with an asterisk noting that it is a required field. If your license has been suspended more than once, you can get access to additional blank fields by clicking on the Save & Add More button.

If the position for which you are applying requires possession of a driver's license, details must be entered into the application. You get access to the appropriate screen by clicking on the plus sign or on the *Add Driver License* link as shown on the screen print below.

The following screen print illustrates the section where driver's license information should be entered. Again, if the position for which you are applying requires a driver's license, you must complete this section.

Add New Application

Add Driver License

Driver License Information	Find | View All	First ◄ 1 of 1 ► Last

'DL Number: [   ]

Country: [USA] 🔍   United States

State: [   ] 🔍

Issue Location: [   ]   Issuing Authority: [   ]

Valid from/to: [   ] 📅   Expiration Date: [   ] 📅

Number of Violations: [0]   Number of Points: [0]   ☐ License Suspended

Comment: [   ]

License Type	Find | View All	First ◄ 1 of 1 ► Last

License Type: [   ] 🔍   ⊞ ⊟

To enter information related to your references, click on the plus sign or on the *Add Reference* link to open the section. Note that you are being asked to provide the name of two references from your professional or academic life and the name of one reference who knows you personally. Note that although a significant amount of information is requested, data is required only for the few fields marked by an asterisk.

References

To add a reference, please click on the "Add Reference" link below. Please provide two professional/academic references and one personal reference.

⊞ Add Reference

The screen print below shows that we are interested in knowing how you learned about the job for which you are applying. While providing the information is not required, we encourage you to enter the data requested. Your input will help us measure the effectiveness of our different recruitment efforts.

Referral Information

How did you find out about the job?   Email from Friend ▼

Recruitment Source: [▼]

Specific Referral Source: [   ]

If you are a former Miami-Dade County employee please give an affirmative response to the question on the screen print below and provide details as requested. If you worked in more than one department, enter the name of the department where you last worked before you left. If

you worked for the county more than once, provide information regarding the very last time you were employed by the county.

Florida has a law forbidding nepotism in the public sector. If you have a relative who currently works for the county, you must answer yes to the question toward the bottom of the screen print shown below. When you do, the *Add Relative* link will be activated.

The law requires that you identify the person or people to whom you are related and your relationship to them. To get access to the appropriate screen, click on the plus sign or on the *Add Relative* link. On the Relationship to Employee data field there is a drop down menu. On that menu you will find the relationships expressly identified in the law. You can select your option and continue. Note that three of the five fields in this section are marked with an asterisk and are, therefore, required. If you have more than one relative employed by Miami-Dade County, you can access additional blank data fields by clicking on the Save & Add More button.

Once you have finished entering data in the *Additional Information* page, you are ready to complete and submit your application. To submit an application you **MUST** click on the **SUBMIT** button as shown on the screen print below. If the **submit button** is not clicked, the application will remain in the system as a draft, you will not be an applicant and you will not be considered for employment based on the information you provided. Until the **SUBMIT** button is clicked, you have not applied for employment.

After you click the submit button, you will be asked to provide information regarding your race or ethnicity and gender; see screen print below. Providing this information is strictly voluntary. Whether you enter the data as requested or not, will have **NO** bearing on your application for employment. If you decide to enter the information, we appreciate the assistance you are giving us in maintaining these records. If you elect not to provide the information, simply check on the box indicating that you decline.

Submit Online Application

Self Identification Details

Qualified applicants are considered for and treated during employment without regard to race, color, religion, national origin, citizenship, age, marital status, ancestry, physical or mental disability, medical condition, veteran status or sexual orientation.

Solely to help us comply with federal and state Equal Employment Opportunity record keeping, and other legal requirements, we invite you to complete the following information.

Please note that completion of this information is voluntary. Refusal to complete this information will not subject you to adverse treatment. The information you provide is confidential and will be kept separate from your other applicant information. This information will be used for data reporting requirements and will not be considered in making any employment decisions.

*Gender: [Unknown ▾]

Ethnic Group: [▾]

☐ I decline to provide my self identification details.

After the self-identification screen, you will see the terms and conditions upon which you are submitting your application for employment. Please read them carefully. If you do not understand what will be expected of you, please call (305) 375-JOBS (5627) for clarification.

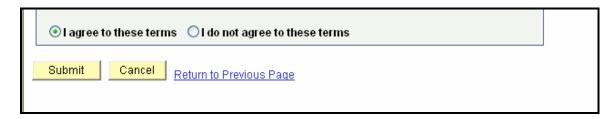As shown on the screen print below, you need to state your position. You can do so by clicking in the circle next to one of the two options presented. Please note that the SUBMIT button appears gray, meaning that you cannot use it. It will remain that color until you indicate agreement.

Terms and Agreements

Employment offers are contingent upon a pre-employment physical that includes alcohol and drug use screens, and a fingerprint-based national criminal background check.

By submitting your application you also indicate understanding and acceptance of the facts that: (1) if you are employed, your consent to the release of information remains in effect during your employment; (2) unless specifically exempted by the Board of County Commissioners, continued employment is contingent upon compliance with residency requirements; (3) except where specific information is exempted by state law, your application and related information are public record and (4) continued employment of males between the ages of 18 and 25 is also contingent upon proof of registration with the Federal Selective Service. Submitting an application indicates that, if offered employment with Miami-Dade County, you accept these terms and you understand that if there is any misrepresentation of material fact, omission, falsification of documents or if any other information makes you unsuitable for county employment, you may be subject to disciplinary action up to and including dismissal, regardless of the length of your tenure with Miami-Dade County.

○ I agree to these terms   ○ I do not agree to these terms

[Submit]   [Cancel]   Return to Previous Page

As soon as you indicate agreement, the **SUBMIT** button will be available for you to click. Please note that you have not officially applied for employment until you click the **SUBMIT** button that appears on this last screen print. To be considered as an applicant for employment, you **MUST** click the **SUBMIT** button on this page!

Upon clicking the **SUBMIT** button, the system will automatically show you that you have successfully submitted your application, as shown on the screen print below.

If you navigate to your *Careers Home*, you will see the status of your application. The screen print below illustrates that you applied for the Clerk 4 position in the Elections Department.